

City Clerk, Dunn, pop.9,427. Serves as Clerk to the City Council, Mayor and City Manager; coordinates the preparation of City Council Meetings to include agenda, publication and distribution and public hearing notices; attends City Council Meetings and prepares and distributes minutes; maintains City seal; performs statutory responsibilities; executes legal documents by affixing the proper signatures of City Council, the City seal and attesting to their compliance with general statutes and local ordinances; maintains board and commission appointments and coordinates required notices through advertising; serves as official custodian of all public records including ordinances, proclamations, resolutions, contracts, and agreements; serves as liaison between the City Council and the public; prepares and administers oaths of office; performs administrative duties for the City Manager, Mayor and Council;

Minimum Qualifications: High school diploma and 5 years directly related experience; or 2 years of college or Associate's degree and 2 years of directly related experience; designated as a Certified Municipal Clerk (CMC), or the ability to obtain certification within 3 years of hire; Certified NC Notary Public, or the ability to obtain certification within a specified timeframe; must possess thorough knowledge of NC General Statutes governing the responsibilities of the Municipal Clerk and municipal government, local ordinances, City Code, City Charter, and adopted administrative policies; knowledge of operations of City Council and various departments; record management procedures. Expected hiring range: \$44,000 to \$50,000, depending on qualifications. Apply by submitting resume, cover letter, City of Dunn application, and 3 professional references in envelope marked confidential. Mail to City of Dunn, PO Box 1065, Dunn, NC 28335, Attn: Human Resources. Applications may be downloaded at: www.dunn-nc.org. Qualified minority candidates encouraged to apply. Equal Opportunity Employer. Closing date: 12/31/15.